

The Planning Commission for the City of Junction City met on Tuesday, October 21, 2014 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

**PRESENT WERE:** Chair, Jason Thiesfeld (arrived at 6:34 pm), Commissioners, Sandra Dunn (Vice-Chair), James Hukill (left the meeting at 7:41 pm), Jeff Haag, Robert Solberg, Ken Wells and Jack Sumner; City Planner, Jordan Cogburn and; Planning Secretary, Tere Andrews; **ABSENT:** Alternate, Stuart Holderby

**I. OPEN MEETING AND REVIEW AGENDA**

Vice Chair Dunn opened the meeting at 6:31 pm and led the Pledge of Allegiance.

**II. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)**

There were none.

**III. APPROVAL OF MINUTES**

• **AUGUST 19, 2014**

• **SEPTEMBER 17, 2014**

(Chair Thiesfeld arrived)

**Motion:** Commissioner Haag made a motion to approve the August 19, 2014 minutes as written and the September 17, 2014 minutes as corrected (correction: Commissioners Dunn & Hukill were shown in the minutes to have voted against the appointment of Ms Cheryl Glasser as the second alternate. This was not correct, Commissioner Dunn & Hukill abstained from the vote). Commissioner Hukill seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Solberg, Haag, Wells and Hukill voted in favor.

**IV. PUBLIC HEARING: CUP 14-02, ANDEREGG**

Chair Thiesfeld opened the public hearing for CUP-14-02, and asked if any Commissioner had a bias, ex parte contact or conflict of interest to declare.

The Commissioners all statement they had driven past the subject site. They declared their ability to make an impartial decision.

**Staff Report**

Planner Cogburn reviewed the staff report for CUP-14-02 with the Planning Commission. The applicant proposed to convert a portion of an existing ceramics shop into a day care facility. The site is in the General Commercial zone (GC).

Uses permitted outright in Central Commercial (C2) are also permitted outright in the GC zone. Day Care Facilities are permitted outright in the C2 zone (17.30.010 (2)). It would follow that day care facilities would also be an outright permitted use in GC zones. However, day care facility is also listed under Conditional Use in the General Commercial zone (17.35.020). The Code requires that the more restrictive provision govern. Thus, the applicant submitted for a Conditional Use Permit.

The existing ceramics shop had fewer parking spaces than the current code required. Hence the parking was considered a non-conforming use. The number of required parking spaces for the ceramic shop and the proposed daycare center were 25 spaces and 24 spaces respectively. Code states a non-conforming use may continue so long as the non-conforming use (parking) did not increase

Should the applicant hire more than two (2) employees, the applicant would be required to provide additional parking spaces. This would trigger additional land use action.

One verbal comment was received regarding child safety issues and signage. A change of street signage required City Council approval.

Commissioner Hukill asked if the square footage for outdoor space included the alley.

Planner Cogburn replied the square footage included all space not covered by a building. He directed the Commission to page two of the staff report, which illustrated the lot shape and size. A vacation may be required for the alley that ran north to south. The question required additional research.

Commissioner Haag asked Planner Cogburn to confirm his understanding that the proposed site would allow for both parking and outdoor play area.

Planner Cogburn responded correct.

**Applicant Testimony**

Mr. Fred Anderegg, 15528 SW Anderegg Parkway, Damascus, Oregon applicant and property owner said the ceramics shop had been in business under his ownership for 14 years. Competition in the ceramics business had increased and Mr. Anderegg needed to diversify the use of the building. Ms. Shavelle Hardman, owner of a day care facility business, held a five-year lease for approximately half of the building.

Chair Thiesfeld asked if there were members of the audience who wished to offer testimony in favor of the proposed conditional use permit application.

**Proponent Testimony**

Ms Katie Fuller 24915 High Pass Road, Junction City Oregon 97448, of the Lane Community College, Family Connections Program, noted the increase in business activity in Junction City, with the opening of the new State hospital, a retail space and manufacturing was on the upswing, could create a need for additional day care facilities in the area.

**Opponent Testimony**

Mr Ron Ripke, 560 W 15<sup>th</sup> Avenue, Junction City Oregon stated Juniper Street had become a 'racetrack.' There was a school and day care west of Juniper Street each morning drivers zipped by to drop off children. He was very concerned for the safety of the children attending the proposed day care center, particularly drop off/pick up of small children. He suggested some type of signage such as stop signs to slow the traffic as a safety measure for the children.

Commissioner Haag asked Mr. Ripke if he would be in favor of the proposal if signage could be provided.

Mr. Ripke felt further investigation was necessary.

Commissioner Solberg suggested speed bumps.

Mr. Ripke replied, yes, something of that nature.

**Neutral Testimony**

Chair Thiesfeld asked if there was neutral testimony.

There was none.

**Rebuttal**

Ms Shavelle Hardman, 725 W 17<sup>th</sup> Avenue, Junction City OR 97448, commented that the state licensing board for day care centers would also review for safety.

Ms Karen Leach, 385 Timothy Street asked what was the speed limit on Juniper Street.

Planner Cogburn replied 25 miles per hour. He added an option for the Commission could be requirement for traffic calming options to address concerns of child safety.

Chair Thiesfeld closed the public hearing for CUP-14-02.

### **Planning Commission Deliberations**

Commissioner Sumner noted there was a child care center on West 10<sup>th</sup> Avenue without parking. He asked if the parking requirement was because the proposed day care center was new.

Planner Cogburn agreed the proposal before the commission was a new use in an existing building.

Commissioner Sumner commented from the 'S' curve at West 17<sup>th</sup> Avenue and Juniper Street, the nearest stop sign had been at West 12<sup>th</sup>. A stop sign was added to W 15<sup>th</sup> Avenue which helped. He asked Ms Hardman if the facility was licensed.

Ms Hardman said the state would inspect the facility and license once all the requirement had been completed.

The Commission held a discussion on the traffic flow.

Chair Thiesfeld felt Public Works Director Knope's input was needed.

Commissioner Haag agreed but noted the other businesses that were permitted outright could have even more traffic than the proposed day care facility.

Commissioner Sumner felt the proposed day care center was a good idea. He was concerned about the traffic. He did not feel the application needed to be put on hold for recommendation but he did feel a stop sign was needed or some other traffic calming measures.

Commissioner Dunn suggested crossing guards as a traffic calming measure in addition to a stop sign.

Commissioner Hukill asked how they could approve the proposal with the appropriate language for traffic calming measures.

**Motion:** Commissioner Sumner made a motion to approve the conditional use permit for CUP-14-02, contingent upon the applicant working with Public Works to determine appropriate child safety measures in relationship to vehicle traffic at and near the subject site. Commissioner Hukill seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Solberg, Haag, Wells and Hukill voted in favor.

## **V. ELECTIONS: CHAIR AND VICE-CHAIR**

●**Motion:** Commissioner Hukill made a motion to nominate Commissioner Thiesfeld as Chair. Commissioner Wells seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Solberg, Haag, Wells and Hukill voted in favor.

●**Motion:** Commissioner Haag made a motion to nominate Commissioner Sumner as Vice-Chair. Commissioner Solberg seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Solberg, Haag, Wells and Hukill voted in favor.

## **VI. PLANNING ACTIVITY REPORT**

Planner Cogburn reviewed the Planning Activity report with the Commission.

Commissioner Haag asked about the review of the annexation agreement.

Planner Cogburn responded he contacted a land use attorney out of Portland and requested their review and comment.

Two new applications for the Planning Commission had been received. The applicants were informed there were no openings at this time but their applications would be kept on file.

Chair Thiesfeld asked if the Commission could tackle other items on their work plan.

Planner Cogburn said he would bring information back to the Commission on other noted zoning inconsistencies.

## **VII. COMMISSIONER COMMENTS**

Commissioner Sumner asked what the city's position was on properties that did not have sidewalks although the code required sidewalks. He specifically mentioned the property across from Oaklea Middle School. There were no sidewalks (Commissioner Hukill left the meeting momentarily upon his return; he took a seat in the audience so as not to disrupt the meeting). He also noted skateboarders were using streets and there was less usage of the skatepark.

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He was also concerned that there were buildings in town that were adding to their buildings without permits.

Planner Cogburn responded all new developments were required to have sidewalks or major additions. There was not a mechanism in the Code to require existing homes to put in sidewalks unless there were a major alteration.

The transportation system plan update could address some of the concerns regarding skateboarders in the streets.

The Commission held a discussion regarding inspection services and inspections for work done without permits or dangerous building.

In response to concerns about work being done without permits, there were code amendments needed to allow the building official to tackle the issue of work being done without permits.

Mr. Bill DiMarco, 1790 Rose Street, Junction City suggested the Commission talk with Planning Commission Alternate, Stuart Holderby regarding the inspection programs.

Chair Thiesfeld asked Planner Cogburn to contact Mr. Holderby and ask that he be prepared to discuss inspection programs with the commission.

Commissioner Haag suggested the city hire its own inspector.

Commissioner Sumner said the city tried to do just that two (2) years ago. The problem was that a single inspector would need to hold several different licenses.

Chair Thiesfeld stated the standing meeting date for the Planning Commission, the third Tuesday of each month, conflicted with another obligation he held. He asked the Commission for their thoughts about changing the meeting date.

The Commission held a short discussion about moving the standing Planning Commission meeting date.

Planner Cogburn would bring back possible alternatives for a Planning Commission standing meeting date.

**VIII. ADJOURNMENT**

**Motion:** Commissioner Dunn made a motion to adjourn the meeting. Commissioner Solberg seconded the motion.

**Vote:** Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Haag, Solberg, and Wells voted in favor.

The meeting adjourned at 8:03 p.m.

The next regularly scheduled Planning Commission meeting would be Tuesday, November 18, 2014 at 6:30 p.m.

Respectfully Submitted,

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Tere Andrews, Planning Secretary

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Jason Thiesfeld, Chair